



# HQ Air Force Personnel Center

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## CATEGORY RATING

“An Alternative to Traditional  
Rating, Ranking, and Selection  
Process”

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AFPC Delegated Examining Office

# OVERVIEW

**AFPC**

- ✓ Category Rating
  - Assessment
  - Ranking
  - Selection
- ✓ Traditional Rating
- ✓ Traditional vs. Category Rating
  - Referral
  - Selection
  - Examples
- ✓ Things to Consider
- ✓ DEO Process
  - Name Request
  - Selective Placement Factor
  - Tentative Selection





- ✓ Groupings of individuals with similar levels of job-related knowledge, skills, and abilities (KSAs)
- ✓ Designed to differentiate between the quality of candidates relative to the job.
- ✓ Defined in terms of increasing levels of difficulty or complexity. Consider:
  - Level of the job;
  - Breadth and scope of KSAs or competencies;
  - Increased level of difficulty or complexity; and
  - Requirements for successful job performance



★ Category 1, Qualified (Q) - Candidates in this category possess the minimal requirements either through experience or education to meet the required KSAs of the position.

★★★ Category 2, Highly Qualified (HQ) - Candidates in this category possess good experience that meets the required KSAs of the position.

Category 3, Best Qualified (BQ) - Candidates in this



- ✓ CPS - compensable disability of 30% or more
- ✓ CP - compensable disability of 10% < 30%
- ✓ XP - disability less than 10% or other preference
- ✓ TP - 5-point preference
- ✓ NV - no veteran's preference

# Category Rating - **AFPC** Assessment

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**Job Analysis** - Means by which Major Job Requirements (MJRs) and Knowledge, Skills, and Abilities (KSAs) of the position are identified. The MJRs and KSAs identified in the Job Analysis are published in the vacancy announcement.

**Crediting Plan** - Actual criteria that defines the 3 quality levels in terms of the criticality of each KSA to the quality level. It also identifies the Resumix grammar at each quality level. The crediting plan is forwarded to the manager for review, comments, and/or approval.

**Rating Resumes** - KSAs are assessed against the candidate's training, education, and experience as stated in the resume. Candidates must also meet *OPM Qualification Standards* regarding length and quality of experience, education, license, etc., as well as any agency requirements.

# **AFPC** Category Rating - Ranking



Qualified candidates are assigned to the appropriate quality category according to veterans' preference within each category

- ✓ Additional points for veterans' preference are not applied
- ✓ Veterans' preference is applied by placing preference eligibles at the top of their quality category
- ✓ Compensably disabled preference eligibles are placed at the top of the *highest quality* category (except for professional and scientific positions, GS-9 and above)

# Category Rating – **AFPC** Selection



Selection is from the highest category (quality group), or from a merged category if the highest group has less than three candidates.



*You must select all vet preference eligibles  
a category before considering non-vets.*

**Note:** Vet preference eligibles may be eliminated from further consideration if:

- Candidate declines or fails to reply (submit documentation)
- Selecting official objects based on qualifications or suitability  
(submit SF62 with justification)
- Candidate receives 3 valid considerations (resulting





- ✓ Categories (e.g. Best Qualified and Well Qualified) may be “merged” when there are less than 3 candidates remaining in the highest category referred
- ✓ Merging is optional
- ✓ Preference eligibles are placed at the top of the newly merged category
- ✓ Selection is from the highest quality group referred, or from a merged category



# Category Rating - Summary

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- ✓ Candidates rated in one of 3 quality categories
- ✓ NO additional points assigned for veterans' preference
- ✓ 10-pt compensable vets “float” to top of the list (except for professional positions GS-9 and above)
- ✓ Preference eligibles listed ahead of non-preference eligibles within each category
- ✓ Select from any candidate in top category or merged categories
- ✓ Cannot bypass veteran to select a non-preference eligible



# AFPC DEO Traditional Rating

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- ✓ A-C-E Quality Level rating results in assigned scores of 70, 80, or 90
- ✓ Additional points of 5 or 10 are added to score for veterans' preference
- ✓ 10-pt compensable vets “float” to the top of the list
- ✓ Exception for professional positions GS-9 and above (10-pt compensable veterans are inter-ranked)
- ✓ Only 3 candidates are referred for a single vacancy
- ✓ 1 additional candidate is referred for each additional vacancy
- ✓ Selection must be made from top 3 available candidates (Rule of 3)
- ✓ Cannot bypass veteran to select a non-vet preference candidate

# What's the Difference?

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## TRADITIONAL PROCESS

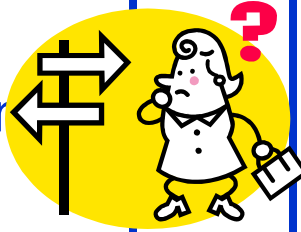
- ✓ Candidates assigned numerical score based on quality of experience

- ✓ Extra points assigned for veteran's preference

- ✓ Announcements include KSAs

- ✓ Candidates are referred in score order

- ✓ Selection per "rule of 3" and



## CATEGORY RATING

- ✓ Candidates assigned to categories based on quality of experience

- ✓ **No** extra points assigned for veteran's preference

- ✓ Announcements include category descriptions

- ✓ Candidates are referred in category order

- ✓ Selection by veterans' preference (no rule of 3)



## Traditional

- CP/CPS float to the top
- Selection by Rule of 3 (top 3)
- Cannot pass over a vet

✓ 80 CPS  
✓ 95 TP ← Non-vet **NOT** within reach  
X 90 NV

or

✓ 90 NV ← Non-vet **WITHIN** reach  
✓ 85 TP  
X 80 NV

## Category

- CP/CPS still float to the top
- Cannot pass over a vet

### Category

✓	3	CPS
✓	3	CP
✓	2	CPS
✓	1	CP
✓	3	XP
✓	3	TP
✓	3	TP
X	3	NV
X	3	NV
X	3	NV

Can select any vet in Cat 3 including TPs (5-point vets)

Non-vets are **NOT** within reach until all vets are selected

# Merged Category Referral Example

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Merged List – less than 3 candidates in top category permit “merging” with next category (cannot pass over a veteran)

**Example 1:** 3 vacancies are being filled. After 2 selections, only 2 available candidates remain on the list. For the next selection, Category 3 is merged with Category 2.

## After Selections

**Category**  
**3**    **CPS**  
**1**    **CP**

## Merged List

**Category**  
**3**    **CPS**  
**1**    **CP**  
**2**    **XP**  
**2**    **TP**  
**2**    **TP**  
**2**    **NV**  
**2**    **NV**  
**2**    **NV**

Select any vet in merged categories

Not within reach

# AFPC Merged Category Referral



In this example the 2 remaining candidates after the 1<sup>st</sup> selection was made, were non-vets. By merging categories, vets in Category 2 “float” to the top of the merged list.

**Example 2:** 2 vacancies are being filled. After 1 selection, only 2 candidates remain in Category 3. For the next selection, Categories 3 & 2 are merged

## After 1st Selection

3 NV  
3 NV

## Merged List

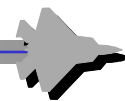
2 XP  
2 TP  
2 TP  
2 TP  
3 NV  
3 NV  
  
2 NV  
2 NV

Select any vet in merged categories

No longer within reach

Note that the 2 non-vet (NV) preference eligibles are no longer within reach for selection once categories are merged. “Merging” is optional.

## Selection Example



Selection is from available candidates in the top category - vet preference applies. In Category Rating, there is “absolute” vet preference - all vets within a category must be selected before non-vet preference eligibles.

Example 1: 2 vacancies being filled. 4 candidates decline, 1 fails to reply and are therefore unavailable.

<u>Initial Referral</u>			
3	CPS	Jones	declined
3	CP	Flower	declined
1	CP	Rose	failed to reply
3	XP	Maple	
3	TP	Oak	declined
3	TP	Poplar	
3	NV	Tulip	
3	NV	Orchid	
3	NV	Cherry	declined

Non-available candidates are removed from consideration, leaving:

3	XP	Maple	Vets within reach for consideration
3	TP	Poplar	
3	NV	Tulip	Not within reach
3	NV	Orchid	

No option to merge categories since there are at least 3 candidates available to consider, even though some are not within reach for consideration.



# Merged Category Selection Example

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After validating candidates' interest for consideration, several candidates decline or fail to reply to the inquiry emailed/telecon/mailed for consideration. Remember, "absolute" vet preference applies.

## Example 2: 2 vacancies to fill

### Initial Referral

3	CPS	Jones	declined
grade			
3	CP	Flower	declined base
1	CP	Rose	
3	XP	Maple	failed to
reply			
3	TP	Oak	declined pay
3	TP	Poplar	objection
sustained			
3	NV	Tulip	
3	NV	Orchid	declined
location			

Non-available candidates are removed from consideration, leaving only 2 candidates:

### Available Remaining Candidates

1 CP Rose

Vet - must select

3 NV Tulip

Not within reach

In this case, categories could be merged to give the manager a larger pool of candidates to consider. (next slide)

# Merged Category Selection Example (con't)

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Since there were less than 3 candidates available after declinations, etc., the manager opted to merge the next category.

Removal of non-available candidates left 2 candidates available for consideration and only 1 is within reach (vet):

<b>1</b>	<b>CP</b>	<b>Rose</b>
<b>3</b>	<b>NV</b>	<b>Tulip</b>

List is merged with next category (Cat 2) and resulted in 3 additional names within reach for consideration

## Merged Referral

<b>1</b>	<b>CP</b>	<b>Rose</b>	<b>Vets within reach for consideration</b>
<b>2</b>	<b>XP</b>	<b>Lily</b>	
<b>2</b>	<b>TP</b>	<b>Moss</b>	
<b>2</b>	<b>TP</b>	<b>Pecan</b>	<b>Not within reach</b>
<b>3</b>	<b>NV</b>	<b>Tulip</b>	
<b>2</b>	<b>NV</b>	<b>Peach</b>	
<b>2</b>	<b>NV</b>	<b>Apple</b>	

# Merged Category Selection Example

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In this case, the list cannot be merged because there are additional names available in Category 3 (category referred). A supplement is issued; however, all are non-vet preference eligibles and the list remains blocked by the CP veteran, Rose. Remember, “absolute” vet preference applies.

Removal of non-available candidates left 2 candidates available for consideration and only 1 is within reach (vet):

1	CP	Rose
3	NV	Tulip

## Supplemental Referral

1	CP	Rose		Vet within reach
3	NV	Tulip		     
3	NV	Peach		
3	NV	Apple		
3	NV	Lily		
3	NV	Moss		
3	NV	Pecan		

## Things to Consider



- ✓ Decide if category rating is beneficial.
- ✓ Once position is announced under Category rating, it cannot be re-announced under Traditional, and vice versa.
- ✓ Carefully review the crediting plan to insure quality categories define the needs of the position.
- ✓ Communicate with the Delegated Examining Office (DEO) staff members. We are here to assist you in filling your position with the best qualified candidate.

# DEO Process

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## **Name Request**

- ✓ Include name request on DEO Form 1, Request for Referral of Eligibles or on PRO Checklist
- ✓ Category Rating - Name request will “float” to the top of his/her Category within the preference or non-preference group
- ✓ Traditional Rating - Name request will “float” above other eligibles with the same score, within the preference or non-preference group

# DEO Process

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## Selective Placement Factor

- ✓ Include on DEO-1 request with justification
- ✓ Supported by Coredoc/Position Description
- ✓ Essential for satisfactory performance
- ✓ Documented on Job Analysis/Crediting Plan
- ✓ Cannot be learned in a “reasonable” period of time
- ✓ Requires extensive training/experience



# DEO Process

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## Tentative Selection

- ✓ DEO staffer contacts selectee
- ✓ Requests supporting documents (e.g. DD214, transcripts, license, certificates, etc.)
- ✓ Validates information submitted
- ✓ Base Civilian Personnel Flight (CPF) and AFPC specialist coordinate EOD date

# Questions???

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